



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

## Human Resource Co-ordinator (NOC 11200)

**Job ID** 54-A3-DC-0E-ED-B0

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=54-A3-DC-0E-ED-B0>

**Company** Document Genie Ltd

**Location** Edmonton, Alberta

**Date Posted** From: 2023-06-05 To: 2023-12-02

**Job** Type: Full-time Category: Human Resources

**Job Start Date** As soon as possible

**Job Salary** \$37.44 / Hour For 32 Hours / Week

**Languages** English

### Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

Computer and technology knowledge

Electronic mail, MS Word

Tasks

Plan, develop, implement and evaluate human resources policies and programs, Advise managers and employees on the interpretation of human resources policies, benefit programs and collective agreements, Negotiate collective agreements on behalf of employers or workers, Research and prepare occupational classifications, job descriptions and salary scales, Administer benefit employment equity and other human resources programs, Co-ordinate employee performance and appraisal programs, Research employee benefits and health and safety practices and recommend changes, Hire, train and supervise staff

Work conditions and physical capabilities

Fast-paced environment, Attention to detail

### Experience

2 years to less than 3 years

### Education Requirements

College/CEGEP

### Other

Business and Job location: 9257 34th Avenue NW Edmonton, AB T6E 5T6

### How to Apply

By email

genidocument@gmail.com

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/04

## Human Resource Co-ordinator (NOC 11200)

<b>Job ID</b>	<b>F79E039C9DEC7</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=F79E039C9DEC7">http://NewCanadianWorker.ca/viewjob?jobname=F79E039C9DEC7</a>	
<b>Company</b>	Document Genie Ltd	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2023-06-05	To: 2023-12-02
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$37.44 / Hour For 32 Hours / Week	
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[genidocument@gmail.com](mailto:genidocument@gmail.com)

# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/05/04

## Human Resource Co-ordinator (NOC 11200)

<b>Job ID</b>	<b>6AB7D50EC448D</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=6AB7D50EC448D">http://NoExperienceNeeded.ca/viewjob?jobname=6AB7D50EC448D</a>	
<b>Company</b>	Document Genie Ltd	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2023-06-05	To: 2023-12-02
<b>Job</b>	Type: Full-time	Category: Human Resources
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